



AGENDA TITLE:

Monthly Protocol Account Report

MEETING DATE:

January 18,2012

PREPARED BY:

City Clerk

RECOMMENDED ACTION:

None required, information only.

BACKGROUND INFORMATION:

The City Council, at its meeting of July 19, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's

"Protocol Account." As a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to

the City Council.

Attached please find the cumulative report through December 31, 2011.

FISCAL IMPACT:

Not applicable.

FUNDING AVAILABLE:

See attached.

Randi Johl City Clerk

RJ/JMR

Attachment

APPROVED:

Konradt Bartlam, City Manager

council/councom/protocolreport.doc

PROTOCOL ACCOUNT SUMMARY FISCAL YEAR 2011-12

Cumulative Report through December 31, 2011

Date	Vendor	Description	Amount	Balance
				Starting Bal. \$5,000.00
8/23/11	Nelson Photo Supplies	Certificate Holders	136.29	. ,
8/23/11	Target	Sister City Gift Baskets	129.21	
8/23/11	Michael's Crafts	Sister City Dinner Candles & Confetti	24.68	
8/23/11	JoAnne's Fabrics	Sister City Dinner Tulle Doilies	6.45	
11/9/11	Staples	Certificate Holders	10.76	
11/14/11	Staples	Certificate Holders	47.71	
11/15/11	Creative Trophy & Engraving	Reorganization plaques	88.89	
12/13/11	Jan's Sweet Treasures	Christmas cookie deliveries	525.00	
12/13/11	Jan's Sweet Treasures	Reorganization meeting/reception	175.00	
			Total Expenditures: (\$1,143.99)	Ending Bal. \$3,856.01

Prepared by: JMR